Intellectual Property Office of Singapore (IPOS)

Intellectual Property to Singapore

(IP^{2}SG)

User Manual –
e-Filing for Patents Form 12

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IPOS: User Manual for e-Filing Portal – SIGN-OFF

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1 INTRODUCTION

1.1 Overview

An applicant is required to fulfil the requirements of search and examination as part of the patent prosecution process for the purposes of grant. The applicant may rely on a search report issued by the Registrar, an international search report, or a search report of a corresponding application or corresponding international application, for the purposes of a request for an Examination report.

1.2 About this Manual

This document is intended for users who wish to file Patents Form 12 (Request for an examination report) online via IP^{2}SG. It provides a step by step guide on how to fill the form.

Services on IP^{2}SG can be accessed and used by both account and non-account holders. However, account holders are requested to login into IP^{2}SG with their SingPass.

2 COMMON SECTION FOR (NON-ACCOUNT HOLDERS)

For users who do not have an IP^{2}SG account, this section describes the features that are common to forms available on IP^{2}SG. Mandatory fields are denoted by red text with asterisk.

2.1 Form Available on IP^{2}SG

2.1.1 Form Listing

Click on “Forms” on the left menu to view the list of forms available for filings on IP^{2}SG.

Form No.	Description	Fee (S$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
PF8	Statement of Inventorship and of Right to Grant of Patent	No Fee	PF8 (41KB) User Guide (42KB)
PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 1 – Form Listing

2.1.2 Form Search

The following function allows the user to search for a particular form.

Figure 2 – Form Search

1. Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.

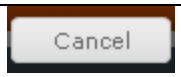
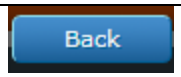
2. Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.

3. Under '**Form (Search by keyword)',** the user can search for form(s) based on keyword(s), e.g. Examination.

2.2 Features Common to Forms on IP²SG

2.2.1 Common Buttons

The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

2.2.2 Contact Details

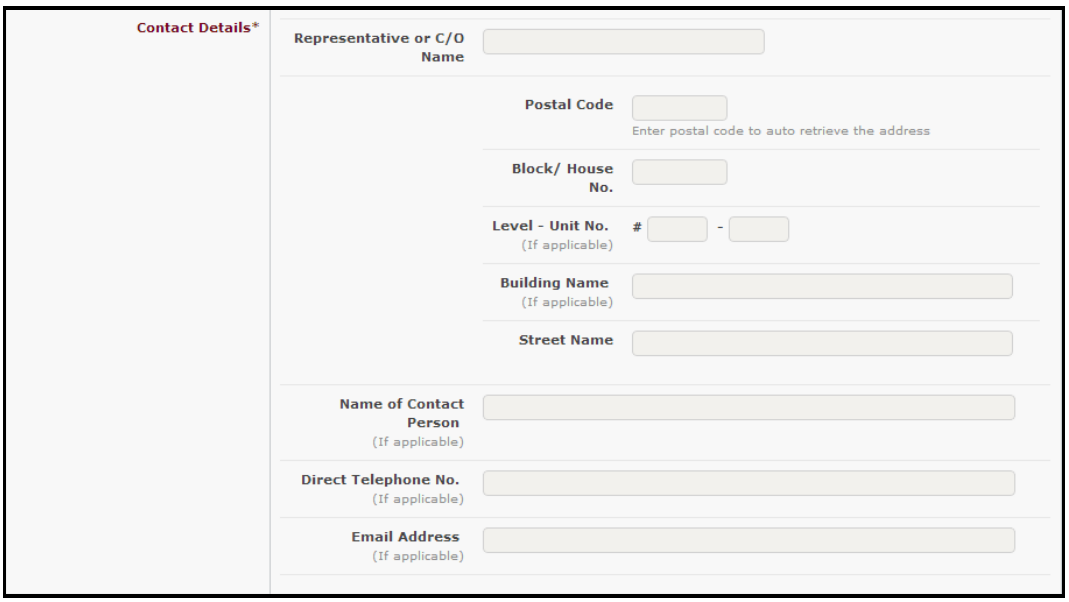


Figure 3 – Contact Details

1. **Representative or C/O Name**: Enter the required data in the field provided.

> **Note:**
> - Representative or C/O Name is not a mandatory field and should be entered only if the user is filing the form on behalf of the person filing the form.

2. **Address for Service in Singapore:**

   i. **Postal Code**: Enter a valid 6-digit postal code in the field provided.

> **Note:**
> - Block / House No., Building Name (if applicable) & Street Name will

be auto-populated if a valid postal code is entered.
- An error message will be displayed if an invalid postal code is entered.

ii. **Level - Unit No.**: Enter the data in the field provided if applicable.

3. **Name of Contact Person**: Enter the data in the field provided if applicable.

4. **Direct Telephone No.**: Enter the data in the field provided if applicable.

Note:
- Minimum of 8-digits.
- Alphabets, special characters and spacing are not allowed.

5. **Email Address**: Enter a valid email address in the field provided if applicable.

Note:
- An error message will be displayed if an invalid Email Address is entered.

2.2.3 Declaration

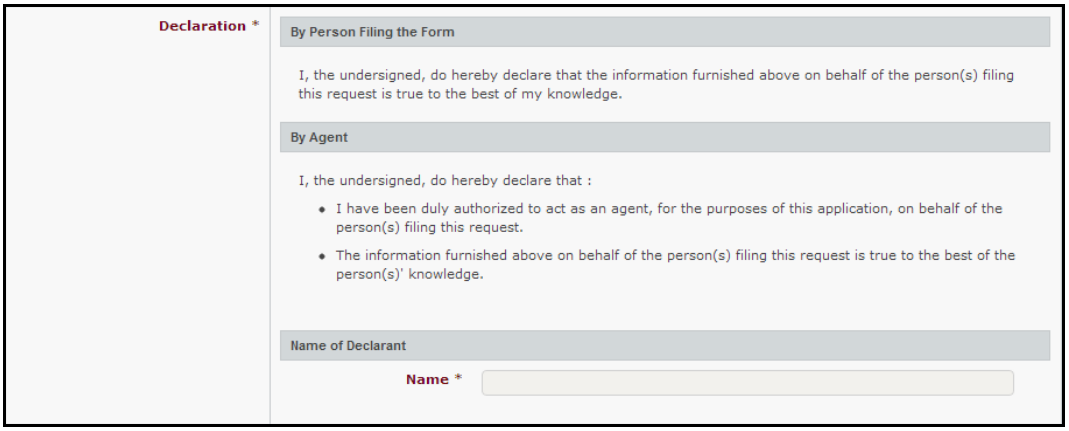

Declaration *
By Person Filing the Form
I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.
By Agent
I, the undersigned, do hereby declare that :
I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.
Name of Declarant
Name *

Figure 4 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

2.3 Saving, Retrieving & Deleting a Form

2.3.1 Saving a Form

1. Click on

located at the top of the page.

Note:
- All mandatory fields should be provided before saving the draft. Otherwise, the user will be prompted to enter the mandatory fields.

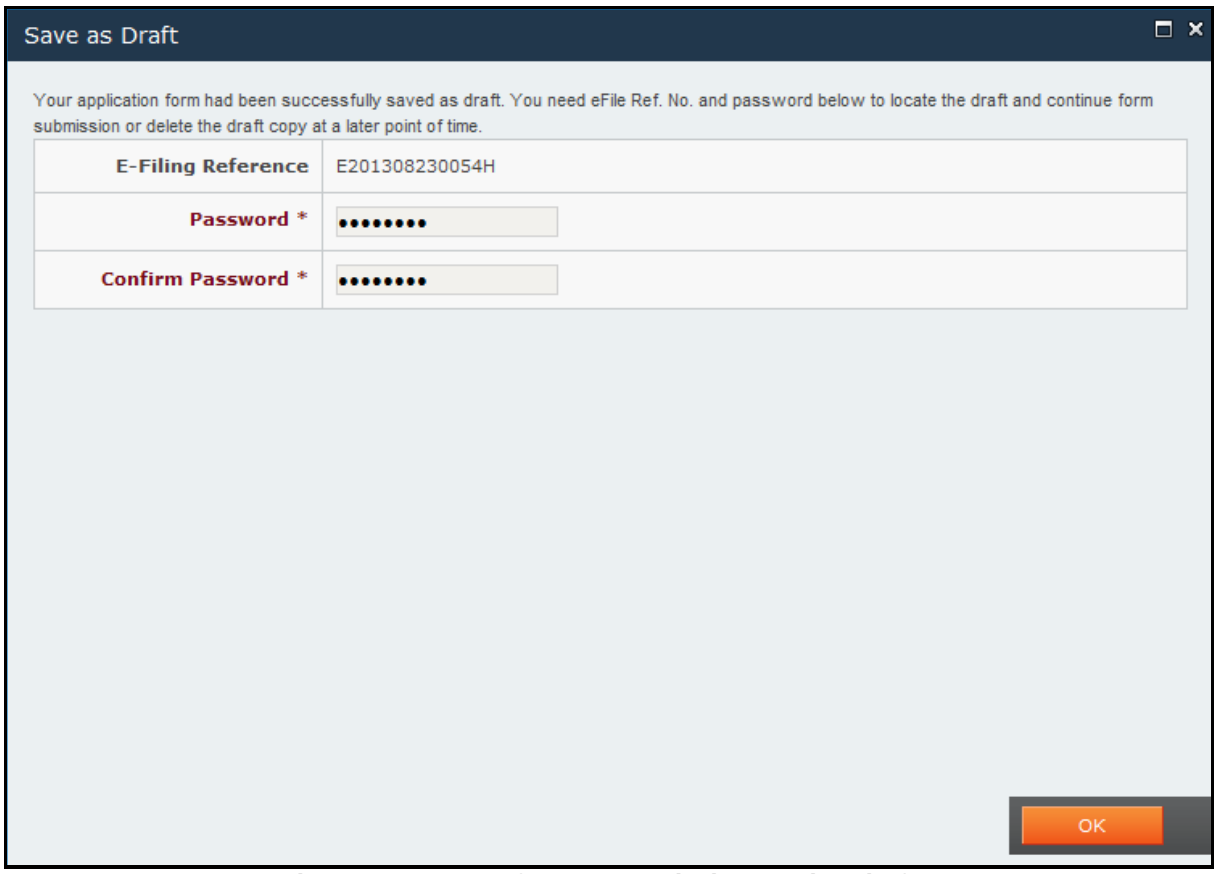

Save as Draft
Your application form had been successfully saved as draft. You need eFile Ref. No. and password below to locate the draft and continue form submission or delete the draft copy at a later point of time.
E-Filing Reference
E201308230054H
Password *
Confirm Password *
OK

Figure 5 – Prompt for password when saving drafts

2. The user will be prompted to key in his or her preferred password:

   i. **Password**: Enter the user's preferred password in the field provided.

   ii. **Confirm Password**: Enter the same password for confirmation.

> **Note**:
> - Both passwords must be identical.
> - Password can consist of alpha-numeric characters.
> - The user is advised to note down the e-filing reference number and the password before clicking on OK, as both are required to retrieve the draft.

3. Click on OK to save the draft and return to the respective forms. .

2.3.2 Retrieve Drafts

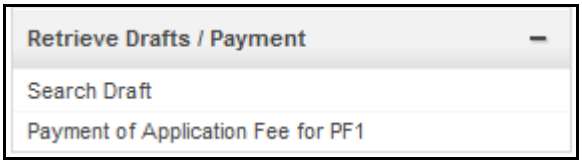


Figure 6 – Search Draft option

1. Click on "Search Draft" under "Retrieve Drafts / Payment" on the left panel menu.

Figure 7 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that the user has saved.

   i. **E-Filing Ref. Number**: This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.

   ii. **Password**: This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

> **Note**:
> - Draft for forms that have been submitted cannot be retrieved.

3. Click on Open Draft to retrieve the draft.

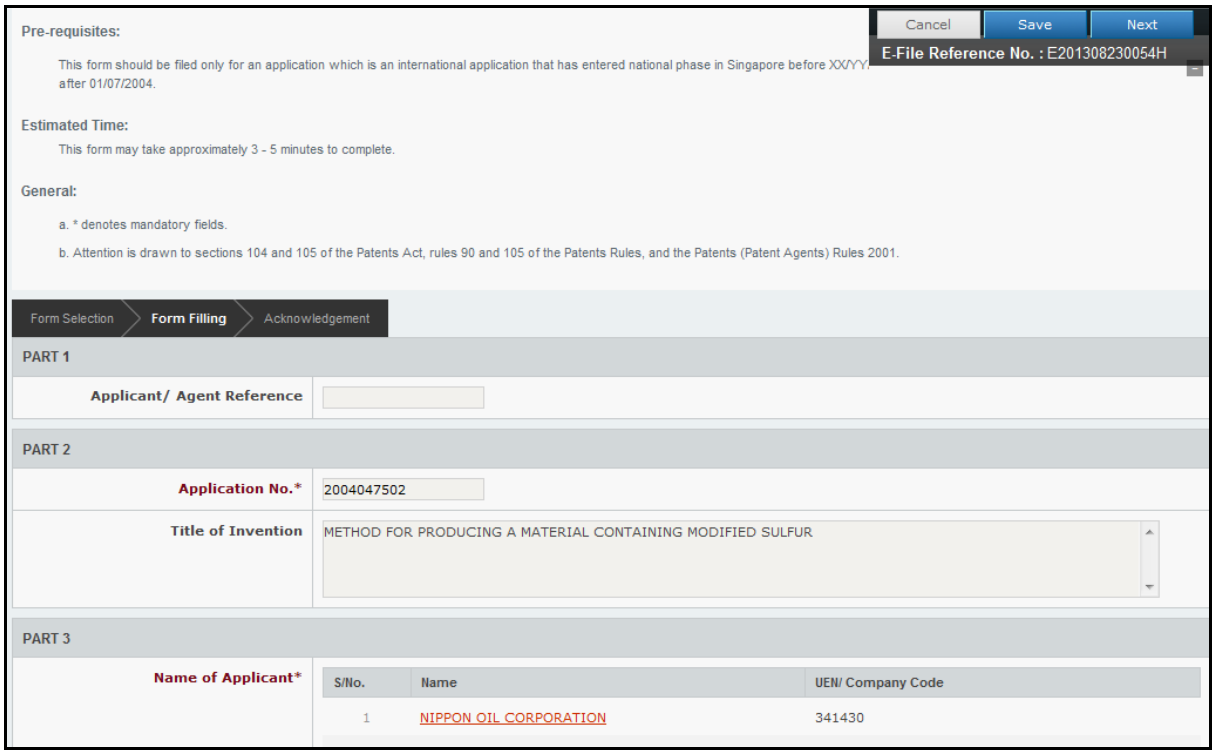

Cancel
Save
Next
E-File Reference No. : E201308230054H
Pre-requisites:
This form should be filed only for an application which is an international application that has entered national phase in Singapore before XX/YY/
after 01/07/2004.
Estimated Time:
This form may take approximately 3 - 5 minutes to complete.
General:
a. * denotes mandatory fields.
b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.
Form Selection
Form Filling
Acknowledgement
PART 1
Applicant/ Agent Reference
PART 2
Application No.*
2004047502
Title of Invention
METHOD FOR PRODUCING A MATERIAL CONTAINING MODIFIED SULFUR
PART 3
Name of Applicant*
S/No.
Name
UEN/ Company Code
1
NIPPON OIL CORPORATION
341430

Figure 8 – Draft retrieved

4. The respective form with the details entered earlier on will be displayed.

2.3.3 Delete Draft

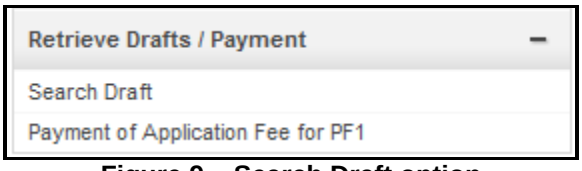


Figure 9 – Search Draft option

1. Click on “Search Draft” under “Retrieve Drafts / Payment” on the left panel menu.

Figure 10 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that they have saved.

   i. **E-Filing Ref. Number**: This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.

   ii. **Password**: This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

> **Note**:
> - Deleted drafts that have been submitted cannot be retrieved.

3. Click on Delete Draft to delete the draft.

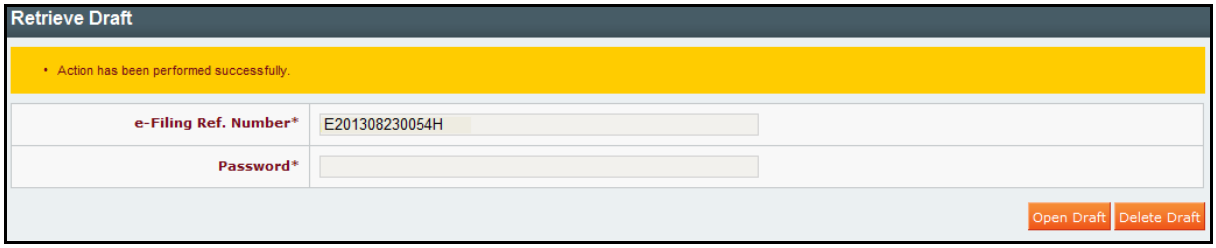


Figure 11 – Deletion of draft

4. A message will be displayed when the draft is deleted successfully.

2.4 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Checkout Confirmation page to select a mode of payment.

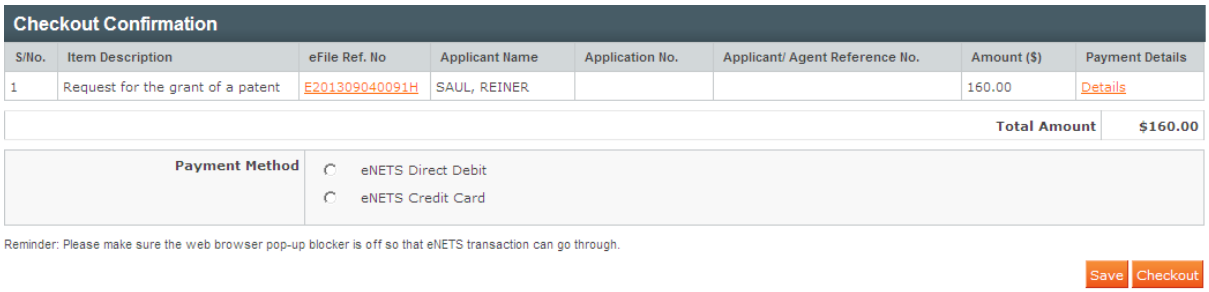


Figure 12 – Checkout Confirmation

1. Select a mode of payment.

2. If the user wishes to proceed with payment at another time, click on Save to save the draft.

3. Click on Checkout to proceed with the payment process.

Note:

- It is mandatory to select a mode of payment.

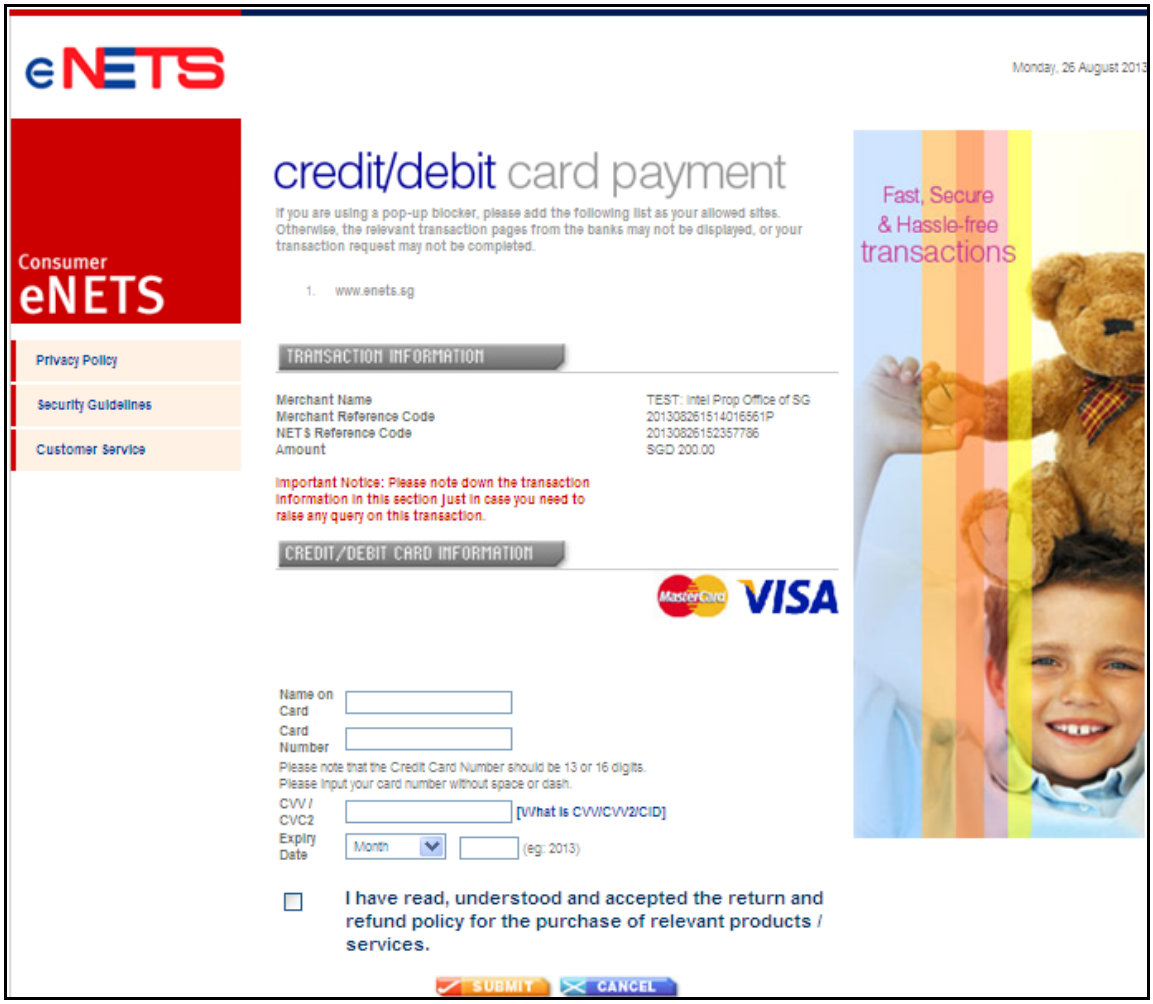

eNETS
Monday, 26 August 2013
Consumer
eNETS
Privacy Policy
Security Guidelines
Customer Service
credit/debit card payment
If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.
1. www.enets.sg
TRANSACTION INFORMATION
Merchant Name
Merchant Reference Code
NETS Reference Code
Amount
TEST: Intel Prop Office of SG
20130826151401655 1P
20130826152357786
SGD 200.00
Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.
CREDIT/DEBIT CARD INFORMATION
MasterCard VISA
Name on Card
Card Number
Please note that the Credit Card Number should be 13 or 16 digits.
Please input your card number without space or dash.
CVV / CVC2
[What is CVV/CVV2/CID]
Expiry Date
Month
(eg: 2013)
I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.
SUBMIT
CANCEL
Fast, Secure & Hassle-free transactions

Figure 13 – eNETS Card Payment

4. The user will be required to enter his or her credit or debit card details.
5. Check on ☐ to agree with the terms.
6. Click on SUBMIT to carry on with the payment process.

3 COMMON SECTION (ACCOUNT HOLDERS)

For users who are account holders on IP^{2}SG, this section describes the features that are common to forms available on IP^{2}SG. Mandatory fields are denoted by red text with asterisk.

3.1 Login

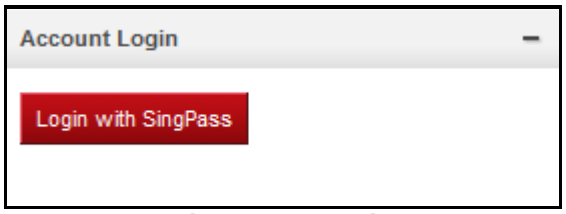


Figure 14 – Login

1. The login screen is located at the upper left hand side of the web page.

2. Click on Login with SingPass to login with SingPass account. The user will be directed to SingPass login page as illustrated below:

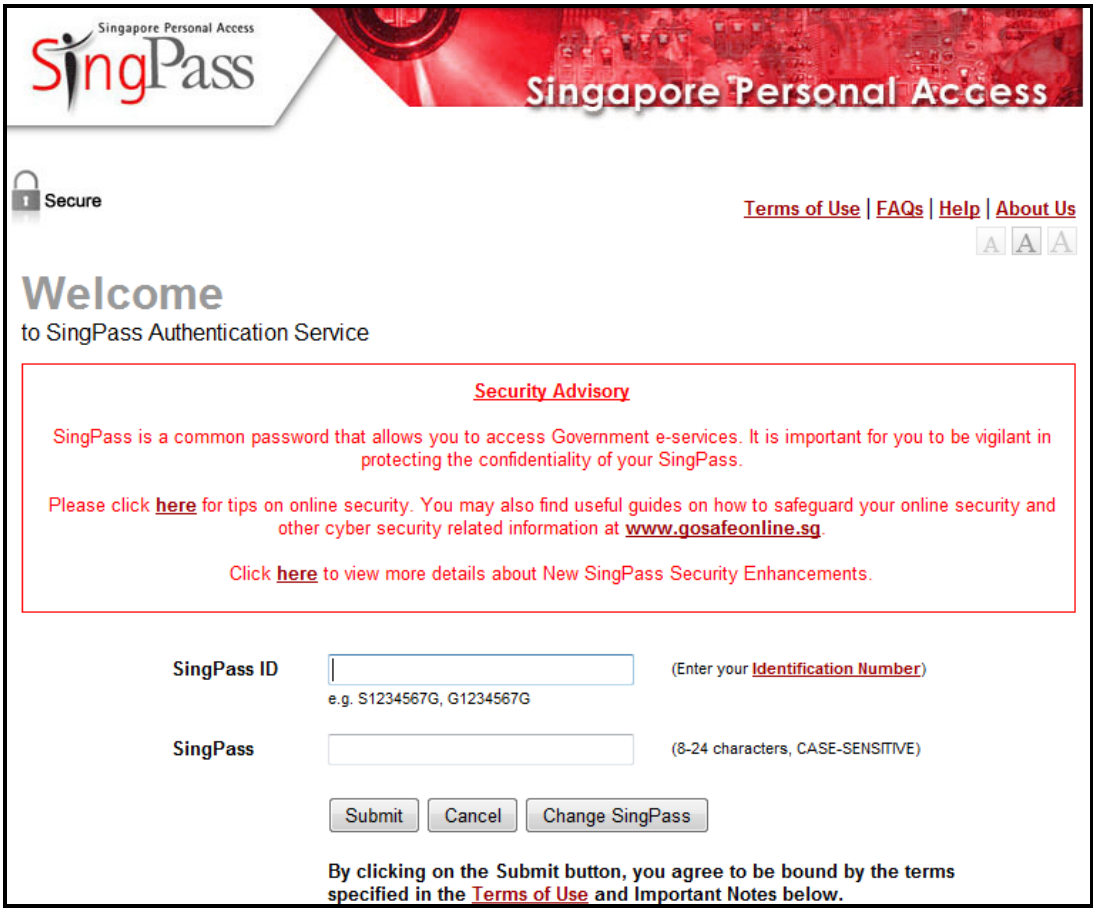

Singapore Personal Access
SingPass
Singapore Personal Access
Secure
Terms of Use | FAQs | Help | About Us
Welcome
to SingPass Authentication Service
Security Advisory
SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.
Please click here for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg.
Click here to view more details about New SingPass Security Enhancements.
SingPass ID
(Enter your Identification Number)
e.g. S1234567G, G1234567G
SingPass
(8-24 characters, CASE-SENSITIVE)
Submit
Cancel
Change SingPass
By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.

Figure 15 – SingPass Login Page

3. SingPass ID: Enter the user's SingPass ID in the field provided.

4. SingPass: Enter the user's SingPass password in the field provided.

5. Click on Submit to complete the login process. Upon successful login, the user will be directed back to IP^{2}SG.

3.2 Forms Available on IP²SG

3.2.1 Form Listing

Click on “Forms” on the left hand menu to view the list of forms available for filing on IP²SG.

Form No.	Description	Fee (S$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
PF8	Statement of Inventorship and of Right to Grant of Patent	No Fee	PF8 (41KB) User Guide (42KB)
PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 16 – Form Listing

3.2.2 Form Search

The following function allows the user to search for a particular form.

Figure 17 – Form Search

1. Under '**Group'**, the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.

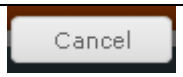
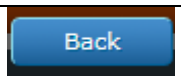
2. Under '**Registry'**, the user can search for form(s) based on the type of IP, e.g. Patents.

3. Under '**Form (Search by keyword)',** the user can search for form(s) based on keyword(s), e.g. Examination.

3.3 Features Common to Forms on IP^{2}SG

3.3.1 Common Buttons

Following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the application into the system.

3.3.2 Contact Details

For account holders, the contact details associated with the user login will be auto-populated.

Note:

- The details that are retrieved cannot be amended.

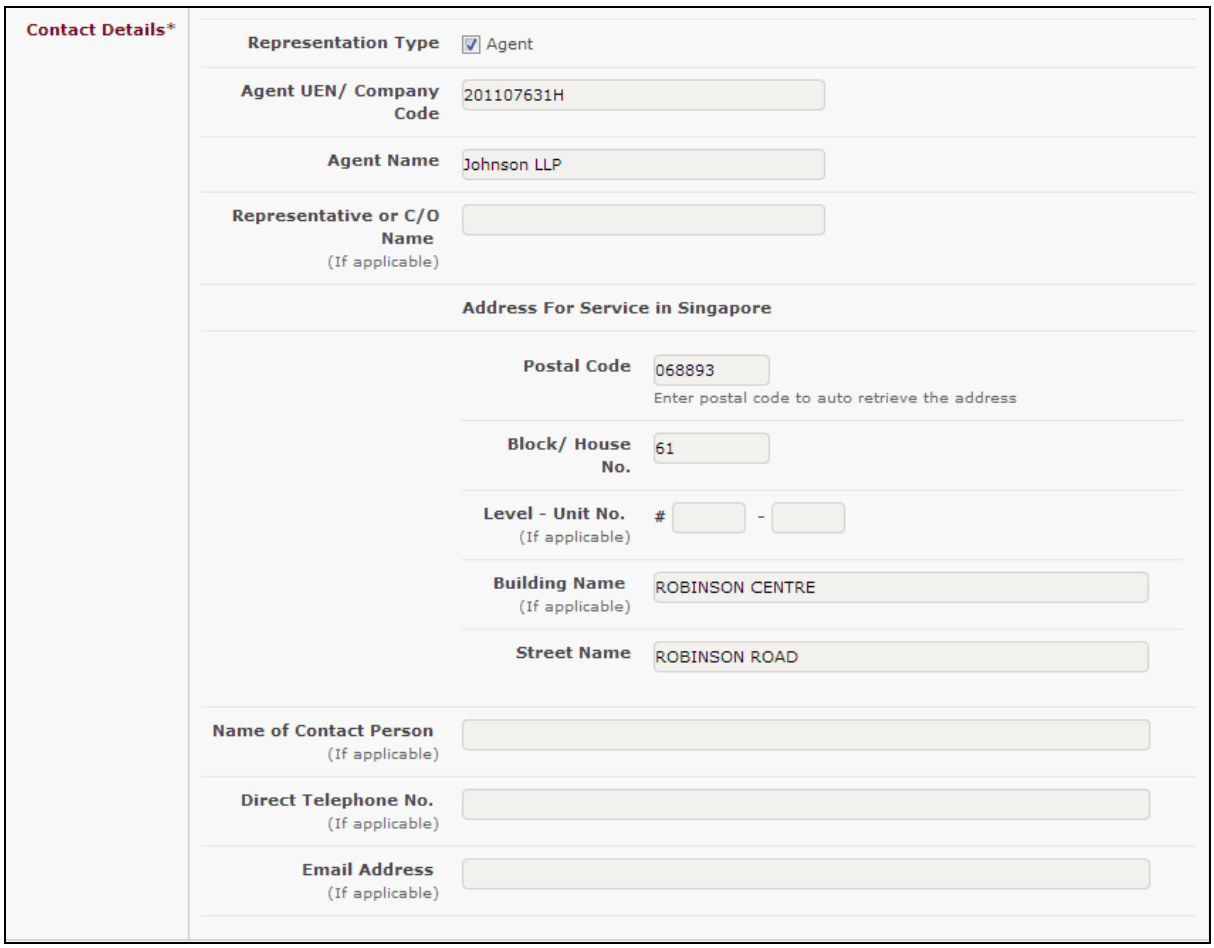


Figure 18 – Contact Details

1. **Representation Type:** Select by clicking the checkbox**.**

2. **Representative or C/O Name**: Enter the required data in the field provided if applicable.

> **Note:**
> - UEN & Agent Name will be populated when Agent checkbox is selected.
> - Representative or C/O Name is not a mandatory field and should be entered only if the user is not the Applicant or an Agent acting on behalf of the Applicant.

3. **Address for Service in Singapore**:

   i. Upon login to the system, the address for service will be populated.

4. **Name of Contact Person**: Enter the data in the field provided if applicable.

5. **Direct Telephone No.**: Enter the data in the field provided if applicable.

> **Note:**
> - Minimum of 8 digits.
> - Alphabets and special characters are not allowed.

6. **Email Address**: Enter a valid email address in the field provided if applicable.

> **Note:**
> - An error message will be displayed if an invalid Email Address is entered.

3.3.3 Declaration

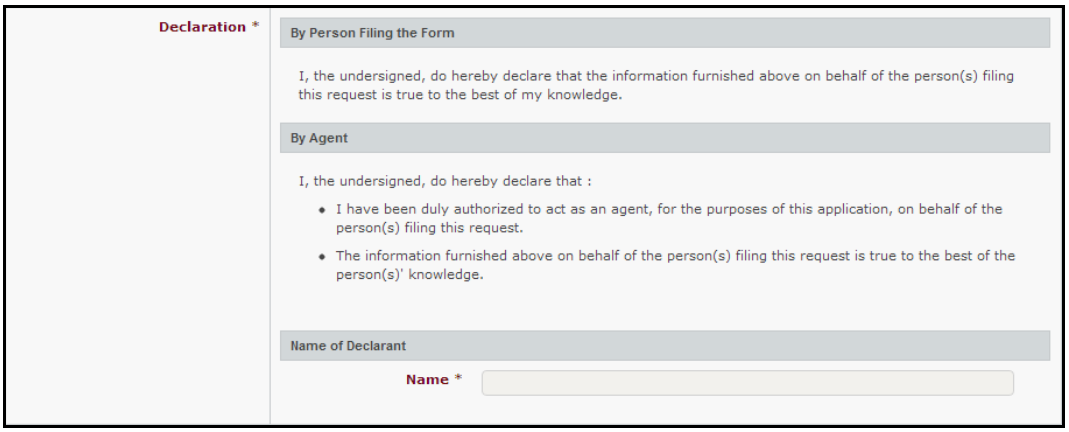

Declaration *
By Person Filing the Form
I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.
By Agent
I, the undersigned, do hereby declare that :
I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.
Name of Declarant
Name *

Figure 19 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

3.4 Saving, Retrieving & Deleting a Form

3.4.1 Saving a Form

1. To save any submission, click on

located at the top of the page.

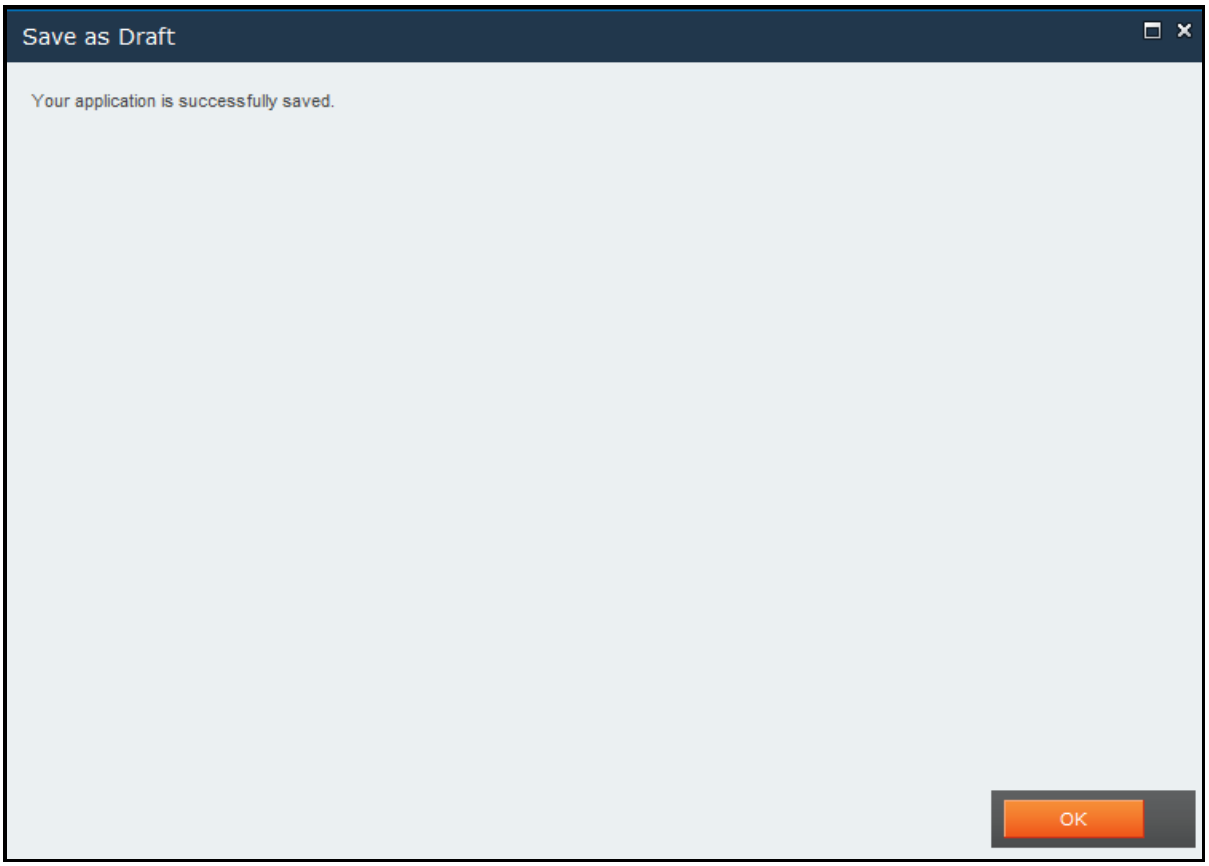


Figure 20 – Draft has been saved

2. Upon successful saving of the draft, the user will be prompted that the draft has been saved.

3. Click on

to close the prompt and return to the form.

3.4.2 Retrieve Draft

1. The user will be required to log into the system.

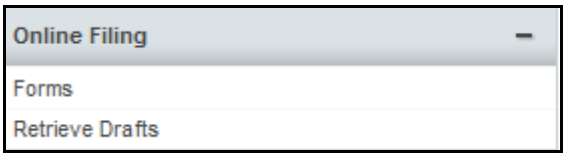


Figure 21 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

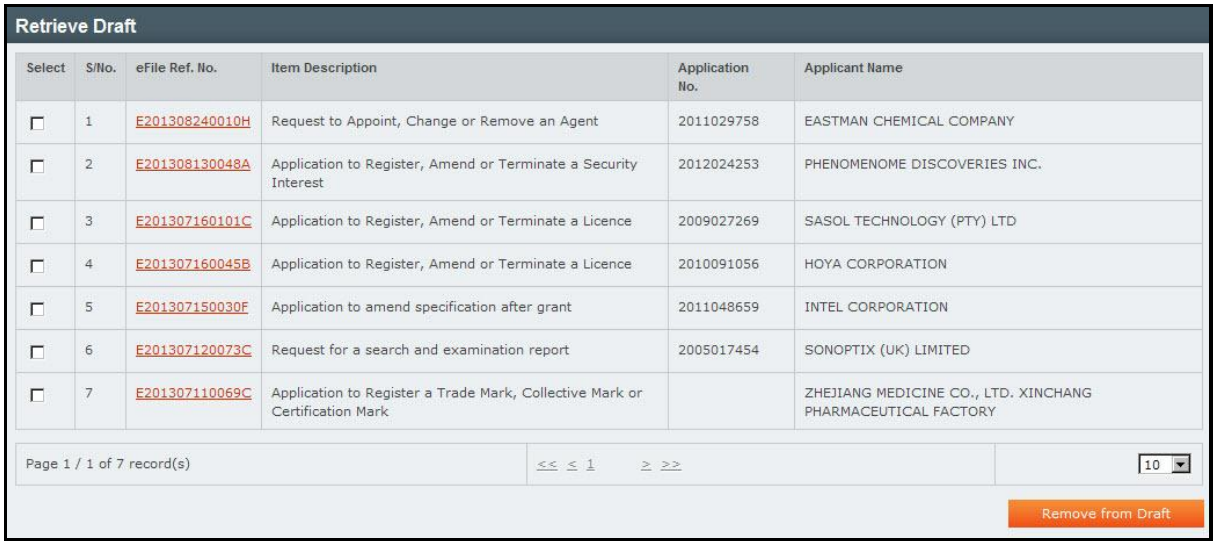


Figure 22 – List of Drafts

3. A list of draft forms that has been saved under this account will be displayed.

4. Click on the hyperlink under the “eFile Ref. No” to retrieve the draft(s).

> **Note**:
> - Drafts for forms that have been submitted will not be retrieved.

3.4.3 Delete Draft

1. The user will be required to log into the system.

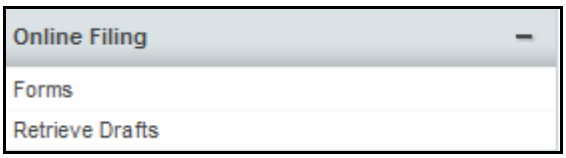


Figure 23 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

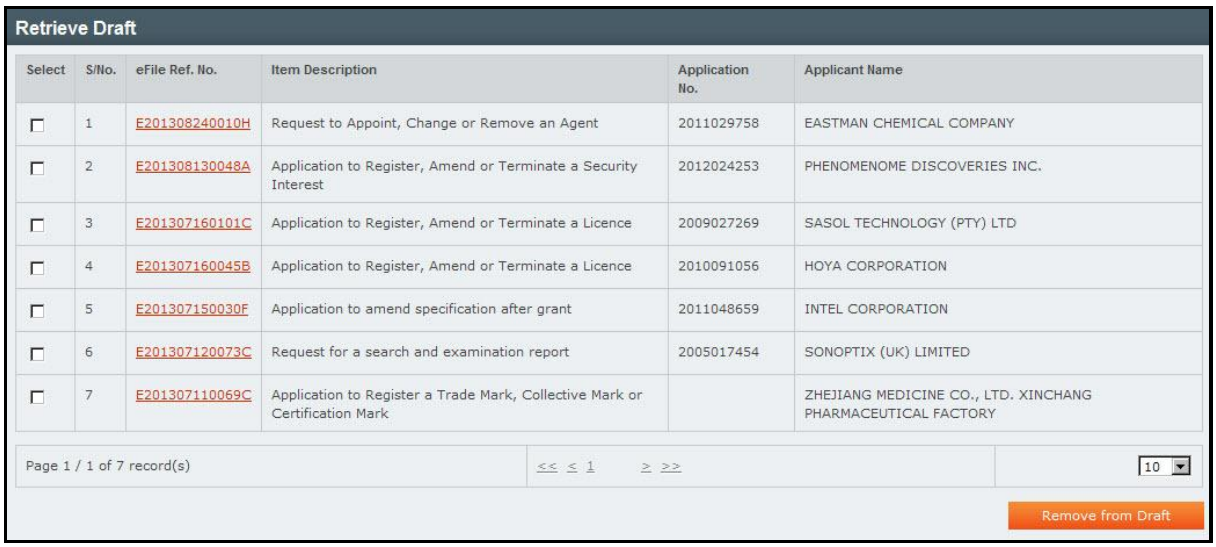

Retrieve Draft
Select
S/No.
eFile Ref. No.
Item Description
Application No.
Applicant Name
1 E201308240010H Request to Appoint, Change or Remove an Agent 2011029758 EASTMAN CHEMICAL COMPANY
2 E201308130048A Application to Register, Amend or Terminate a Security Interest 2012024253 PHENOMENOME DISCOVERIES INC.
3 E201307160101C Application to Register, Amend or Terminate a Licence 2009027269 SASOL TECHNOLOGY (PTY) LTD
4 E201307160045B Application to Register, Amend or Terminate a Licence 2010091056 HOYA CORPORATION
5 E201307150030F Application to amend specification after grant 2011048659 INTEL CORPORATION
6 E201307120073C Request for a search and examination report 2005017454 SONOPTIX (UK) LIMITED
7 E201307110069C Application to Register a Trade Mark, Collective Mark or Certification Mark ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)
<< < 1 > >>
10
Remove from Draft

Figure 24 – List of Drafts

3. A list of draft forms that have been saved under this account will be displayed.

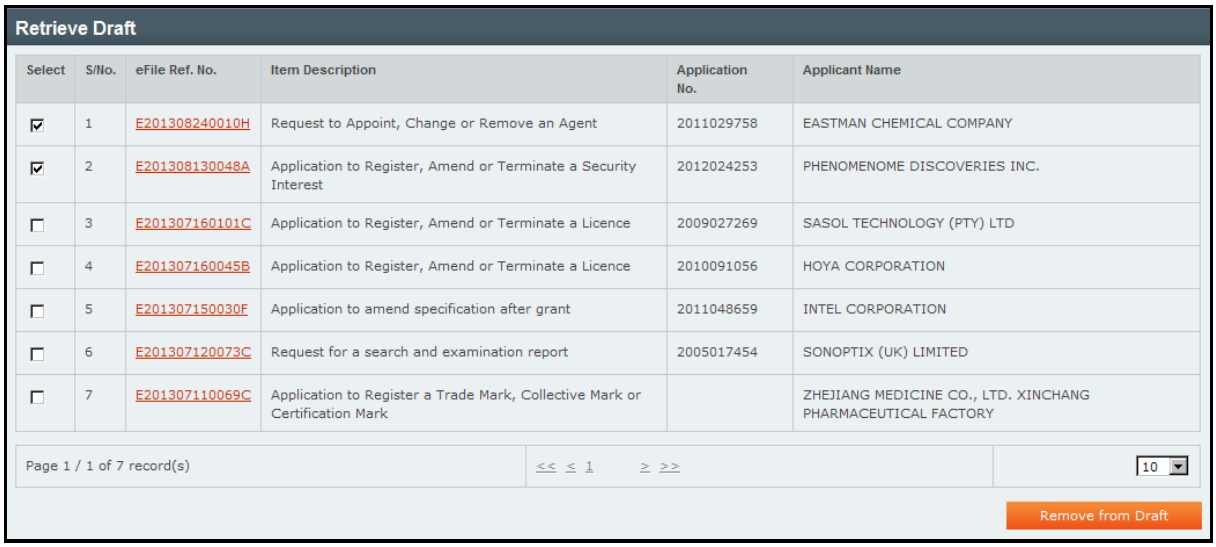

Retrieve Draft
Select
S/No.
eFile Ref. No.
Item Description
Application No.
Applicant Name
1 E201308240010H Request to Appoint, Change or Remove an Agent 2011029758 EASTMAN CHEMICAL COMPANY
2 E201308130048A Application to Register, Amend or Terminate a Security Interest 2012024253 PHENOMENOME DISCOVERIES INC.
3 E201307160101C Application to Register, Amend or Terminate a Licence 2009027269 SASOL TECHNOLOGY (PTY) LTD
4 E201307160045B Application to Register, Amend or Terminate a Licence 2010091056 HOYA CORPORATION
5 E201307150030F Application to amend specification after grant 2011048659 INTEL CORPORATION
6 E201307120073C Request for a search and examination report 2005017454 SONOPTIX (UK) LIMITED
7 E201307110069C Application to Register a Trade Mark, Collective Mark or Certification Mark ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY
Page 1 / 1 of 7 record(s)
<< < 1 > >>
10
Remove from Draft

Figure 25 – Selection of drafts to be deleted

4. Select the draft(s) to be removed.

5. Click on Remove from Draft.

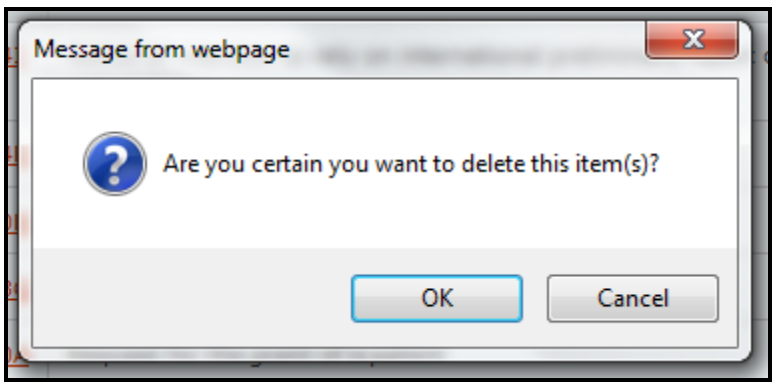


Figure 26 – Confirmation on deletion of draft

6. The user will be prompted for confirmation to remove the selected draft(s).

7. Click on OK to delete the draft(s).

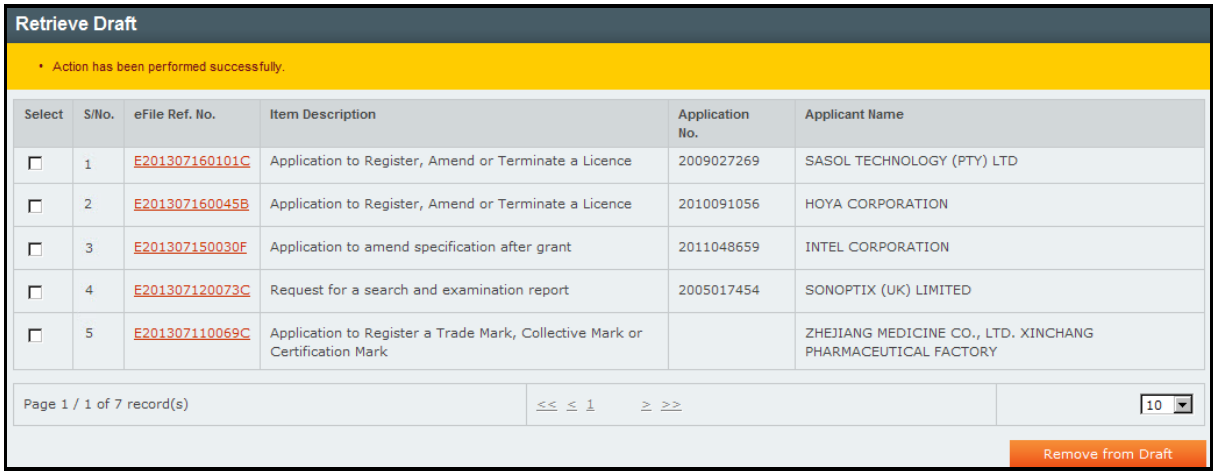


Figure 27 – Draft successfully deleted

8. A message will be displayed when the draft(s) is/are deleted.

9. Alternatively, click on

to cancel the removal of the selected draft(s). The user will be directed back to the list of the retrieved drafts.

3.5 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Payment Cart to confirm which forms are to be paid.

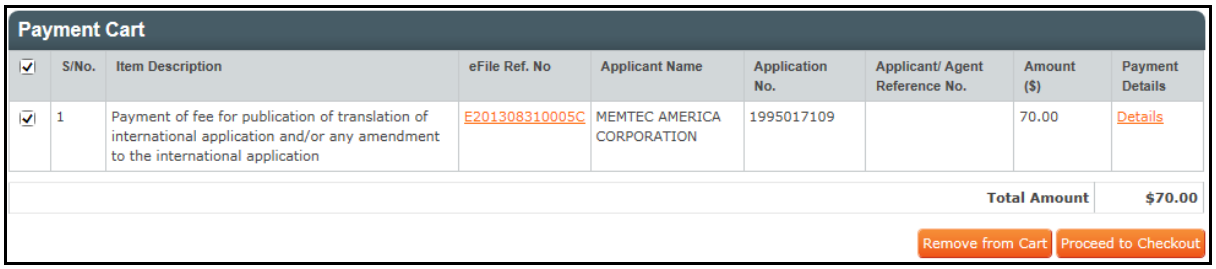


Figure 28 – Payment Cart

1. Select the relevant form by clicking on the checkbox.

2. Click on

to remove the form from the Payment Cart.

3. Click on

to proceed to the next step of choosing a mode of payment.

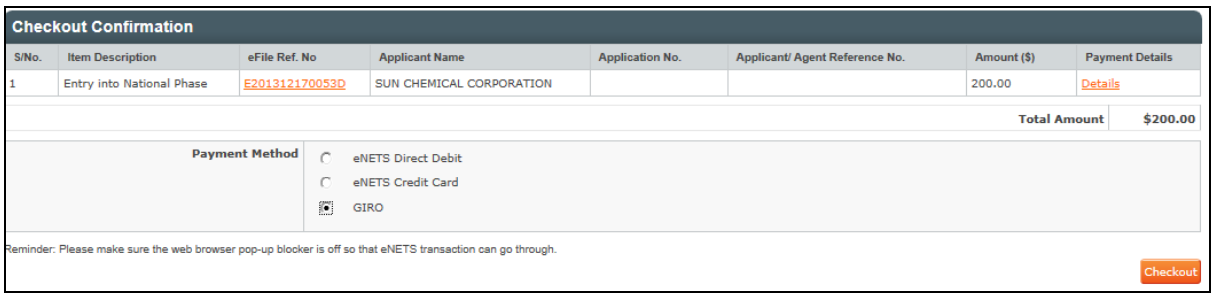


Figure 29 – Checkout Confirmation

4. Select a mode of payment.

5. Click on Checkout to proceed with the payment process.

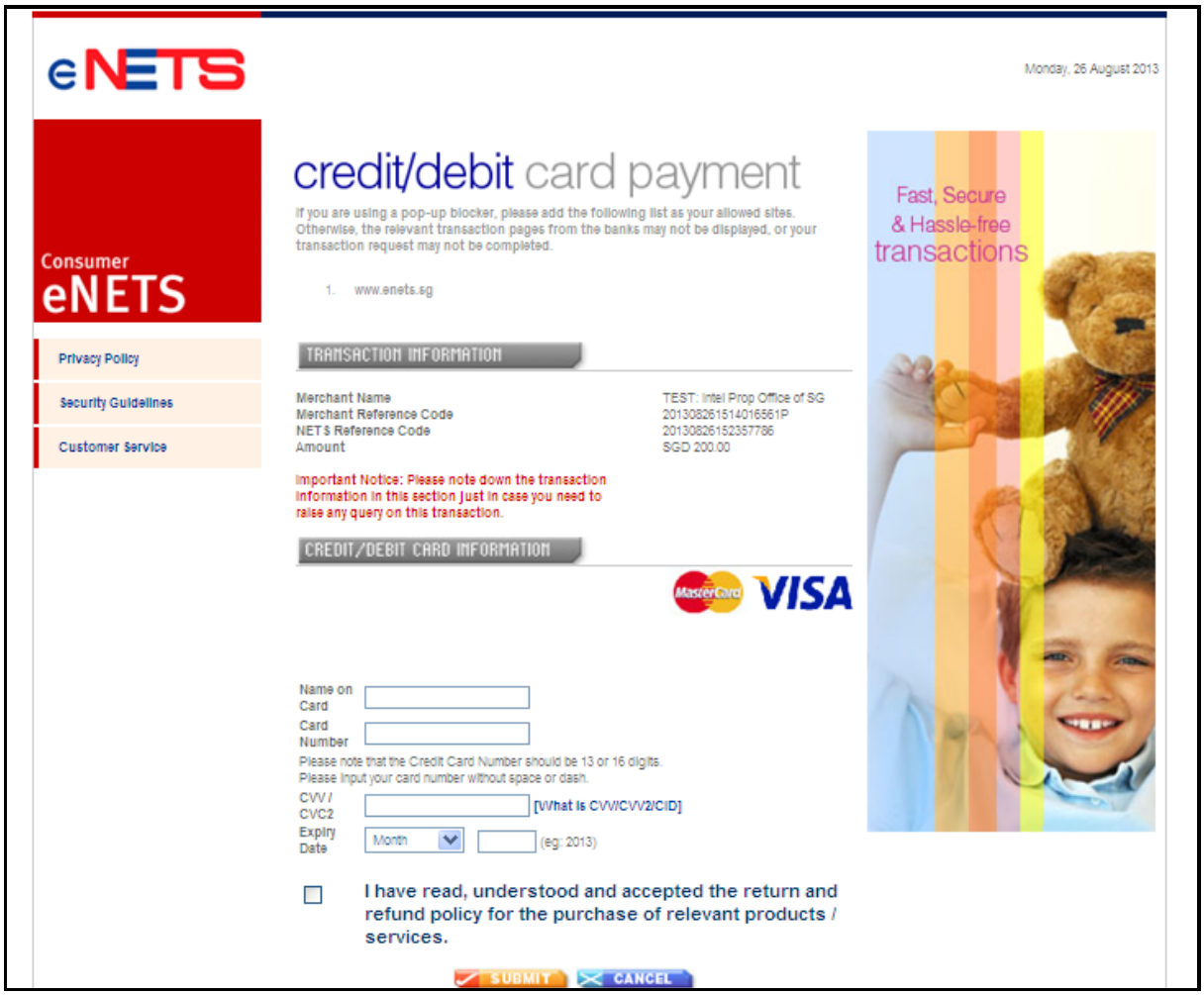

eNETS
Monday, 26 August 2013
Consumer
eNETS
Privacy Policy
Security Guidelines
Customer Service
credit/debit card payment
If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.
1. www.enets.sg
TRANSACTION INFORMATION
Merchant Name
Merchant Reference Code
NETS Reference Code
Amount
TEST: Intel Prop Office of SG
20130826151401656 1P
20130826152357786
SGD 200.00
Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.
CREDIT/DEBIT CARD INFORMATION
MasterCard VISA
Name on Card
Card Number
Please note that the Credit Card Number should be 13 or 16 digits.
Please input your card number without space or dash.
CVV / CVC2
[What is CVV/CVV2/CID]
Expiry Date
Month
(eg: 2013)
I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.
SUBMIT
CANCEL
Fast, Secure & Hassle-free transactions

Figure 30 – eNETS Card Payment

6. If eNets is selected, the user will be required to enter his or her credit or debit card details.

7. Check on ☐ to agree with the terms.

8. Click on SUBMIT to carry on with the payment process.

Note:
- If payment has been made by GIRO, system will instead display an acknowledgement page.

4 COMPLETION AND SUBMISSION OF FORM

4.1 Patents Form 12 - Request for an Examination Report

This section describes the steps in the completion and submission of the form. Mandatory fields are denoted by red text with asterisk.

4.1.1 Part 1: Applicant / Agent Reference

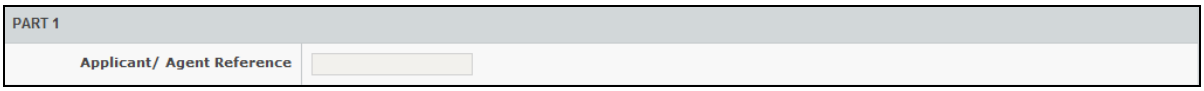


Figure 31 – Part 1: Applicant / Agent Reference

1. **Applicant / Agent Reference:** This Part is for the user to provide a reference no. to aid in tracking the submission of the request. Enter any value in the field provided if applicable.

> **Note**:
> - Applicant / Agent Reference is not a mandatory field.
> - Alphabets, numbers and special characters are allowed.

4.1.2 Part 2: Application Number

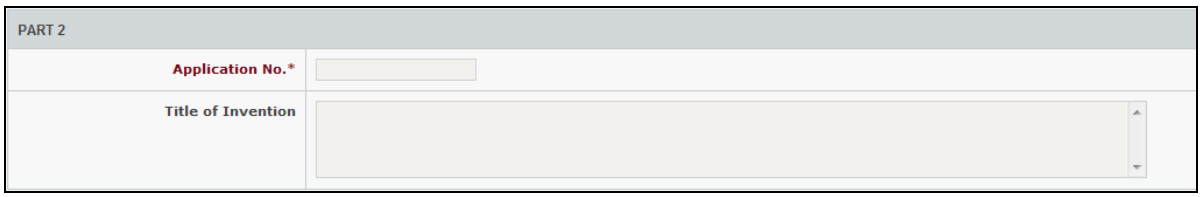


Figure 32 – Part 2: Application No. / Title of Invention

1. **Application No.:** This Part is for the user to enter the application number to commence the e-filing of Patents Form 12. Enter the application number in the field provided.

> **Note**:
> - Alphabets, numbers and special characters are allowed.
> - Application No. format should be as follows:
>   - <NN><YYYY>12345<C>-<00>
>   - Where <NN> indicates type of registry, e.g '10' is for PT PF1
>   - Where <YYYY> indicates year
>   - Where <12345> indicates running number in each registry
>   - Where <C> indicates a checksum for alphabet.

2. Click anywhere on the screen or press the "Enter" button on the keyboard after entering a valid application number. The system will retrieve the related title of invention.

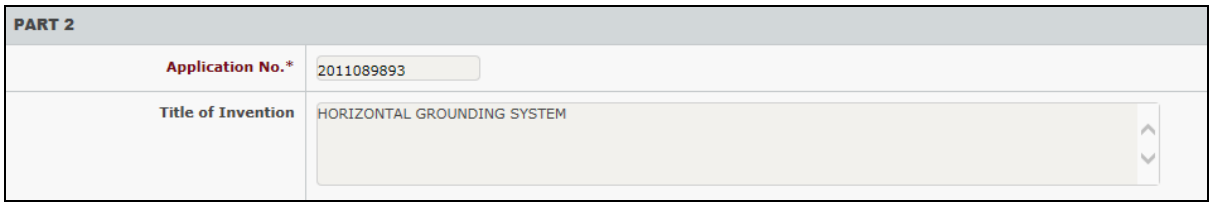


Figure 33 – Part 2: Displaying of Title of Invention

3. **Title of Invention:** This Part will display the title of invention of the application.

> **Note**:
> - Title of Invention is a non-editable field.

4.1.3 Part 3: Name of Applicant

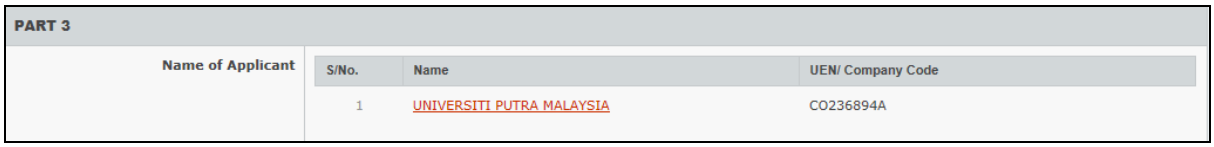


Figure 34 – Part 3: Name of Applicant

1. **Name of Applicant:** The applicant(s) associated with the application number will be displayed in this Part. It will be auto-populated together with the Title of Invention upon entering in a valid application number.

> **Note**:
> - Name of Applicant is a non-editable field.

4.1.4 Part 4: Examination Request

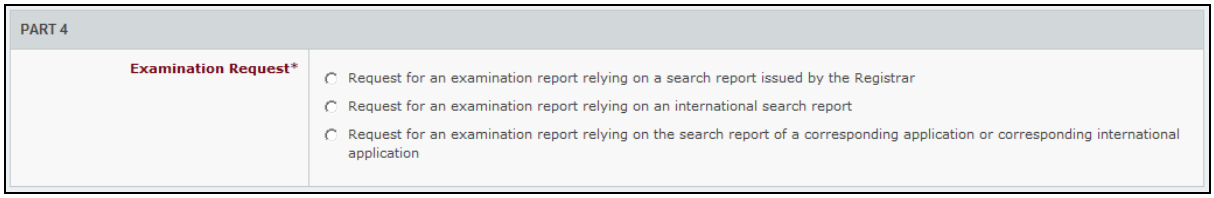

PART 4
Examination Request*
Request for an examination report relying on a search report issued by the Registrar
Request for an examination report relying on an international search report
Request for an examination report relying on the search report of a corresponding application or corresponding international application

Figure 35 – Part 4: Examination Request

1. **Examination Request:** Depending on the type of search report to be relied upon for examination, the user will select an appropriate option.

2. The following options are available:

   a. **Local Route:** Reliance on an established Search Report requested via Patents Form 10
   b. **Mixed Route:** Reliance on an International Search Report issued in respect of an international application for a patent (Singapore) that has entered the national phase in Singapore under section 86(3) of the Patents Act
   c. **Mixed Route:** Reliance on the search report of a corresponding application or corresponding international application

> **Note**:
> - Only one option can be selected.

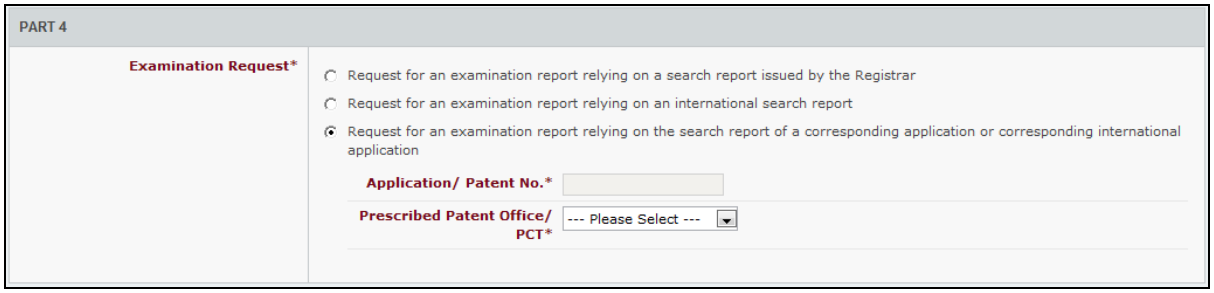

PART 4
Examination Request*
Request for an examination report relying on a search report issued by the Registrar
Request for an examination report relying on an international search report
Request for an examination report relying on the search report of a corresponding application or corresponding international application
Application/ Patent No.*
Prescribed Patent Office/ PCT*
--- Please Select ---

Figure 36 – Part 4: Application/Patent No. and Prescribed Patent Office

3. When option 3 is selected, it is mandatory to enter further details related to the corresponding application or corresponding international application.

4.1.5 Part 5: ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)

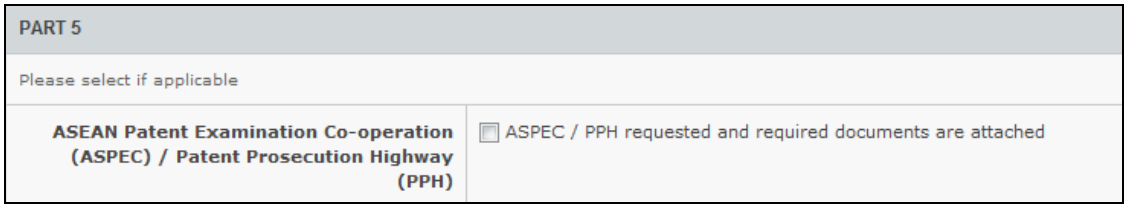

PART 5
Please select if applicable
ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)
ASPEC / PPH requested and required documents are attached

Figure 37 – Part 5: ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)

1. **ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)**: The user may select this option to request for ASPEC or PPH in Singapore. ASPEC is a patent work sharing programme among the ASEAN IP Offices. PPH is also a patent work sharing programme and IPOS has established a PPH pilot programme with the State Intellectual Property Office of the People's Republic of China (SIPO). By selecting this option, the user may be able to accelerate the prosecution of his corresponding patent application in Singapore on the basis of a search and examination report from another participating ASEAN IP Office, or on the basis of certain required information of the China application.

2. If the option is selected and an ASPEC request is intended, the user will be required to attach the required documents based on current ASPEC Notice and Procedures under the corresponding ASPEC DocType(s) in Part 8 to complete the ASPEC request. If a PPH request is intended, the user will be required to attach the required documents of the China application based on current PPH Notice and Procedures under the DocType "Supporting Document(s)" in Part 8 to complete the PPH request.

Note:
- Select the ASPEC / PPH checkbox only where applicable.

4.1.6 Part 6: Contact Details

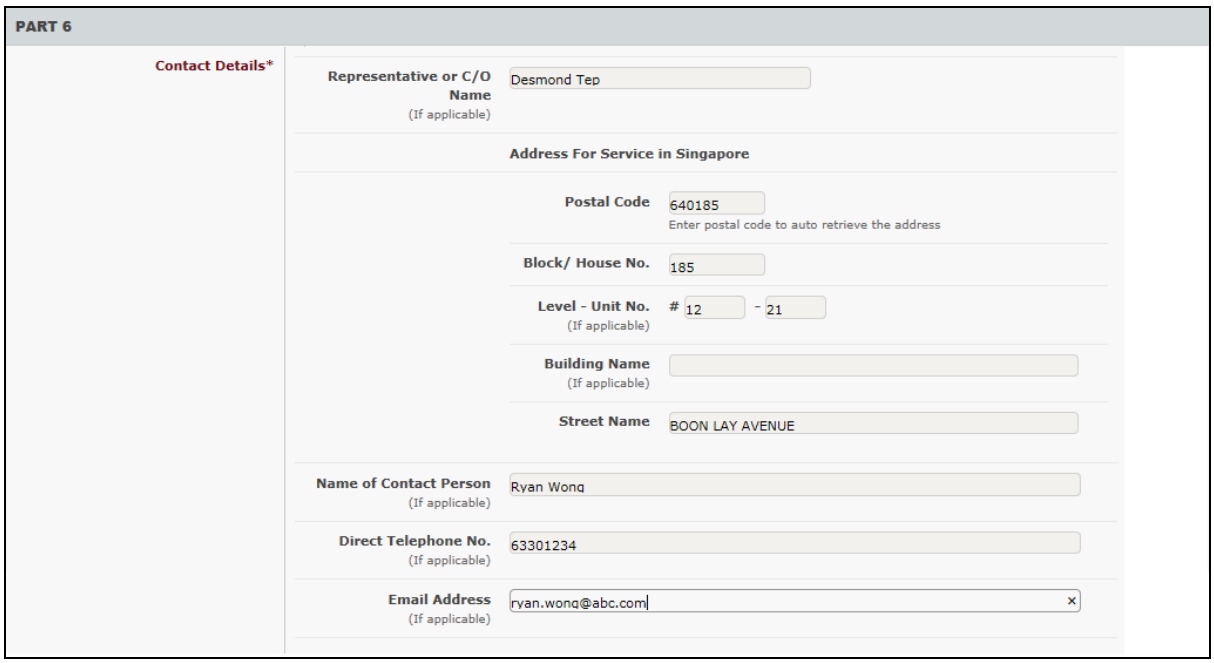


Figure 38 – Part 6: Contact Details

1. For non-account holders, please refer to the common section (**0 The following** buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description

Cancel	Allows the user to cancel the current operation.
Save	Allows the user to save the content and continue at a later time.
Next	Allows the user to navigate to the next page.
Back	Allows the user to navigate to the previous page.
Submit	Allows the user to submit the form.

Contact DetailsThe following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
Cancel	Allows the user to cancel the current operation.
Save	Allows the user to save the content and continue at a later time.
Next	Allows the user to navigate to the next page.
Back	Allows the user to navigate to the previous page.
Submit	Allows the user to submit the form.

2. Contact Details**).** For account holders, please refer to the common section (Error! Reference source not found. **Contact Details**) for details.

4.1.7 Part 7: Declaration

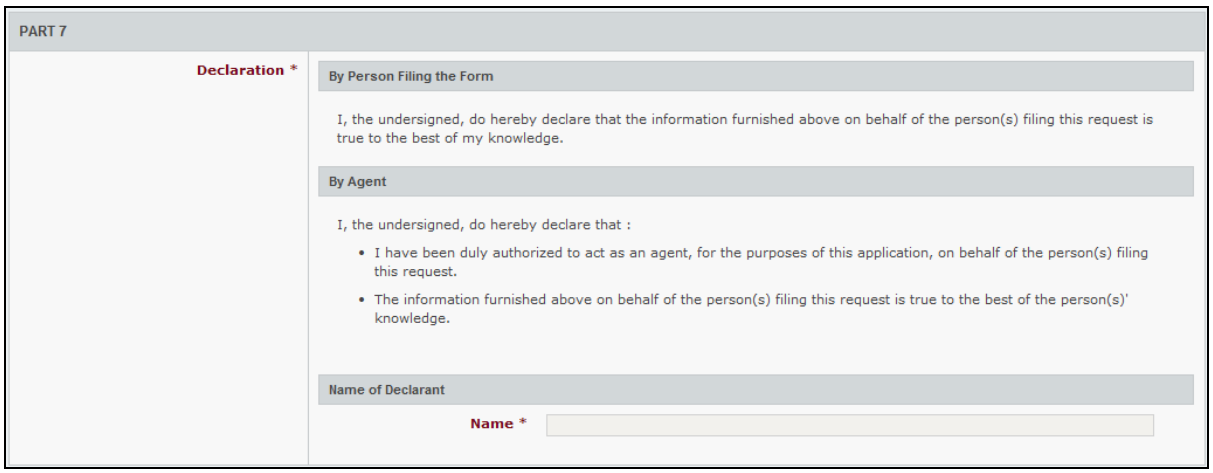
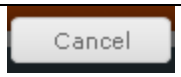
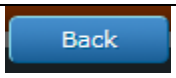
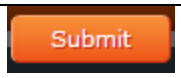

PART 7
Declaration *
By Person Filing the Form
I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.
By Agent
I, the undersigned, do hereby declare that :
I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.
Name of Declarant
Name *

Figure 39 – Part 7: Declaration

For non-account holders, please refer to the common section (Error! Reference source not found. **Declaration**The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

1. Contact Details). For account holders, please refer to the common section (Error! Reference source not found. **Declaration)** for details.

4.1.8 Part 8: Attachments

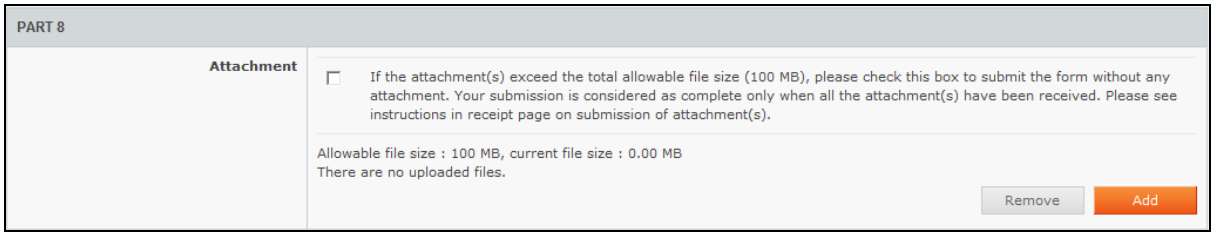

PART 8
Attachment
If the attachment(s) exceed the total allowable file size (100 MB), please check this box to submit the form without any attachment. Your submission is considered as complete only when all the attachment(s) have been received. Please see instructions in receipt page on submission of attachment(s).
Allowable file size : 100 MB, current file size : 0.00 MB
There are no uploaded files.
Remove
Add

Figure 40 – Part 8: Attachment

1. **Attachment:** Click on button to attach the file.

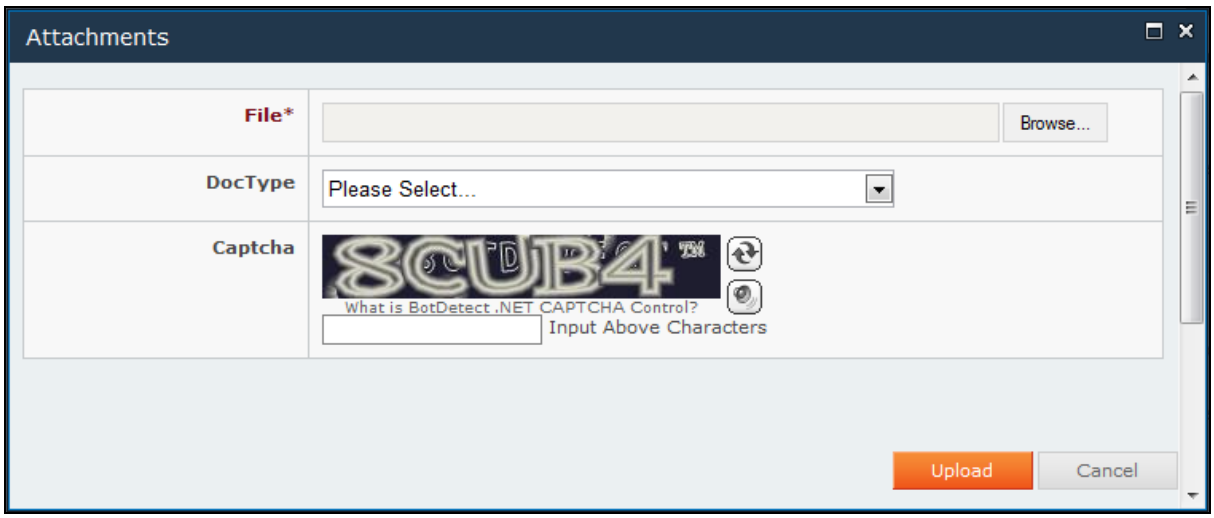
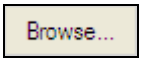


Figure 41 – Part 8: Attachment (Part 2)

2. The pop-up window will be displayed :

   i. File :

      a. Click on  button to select a file from your computer.

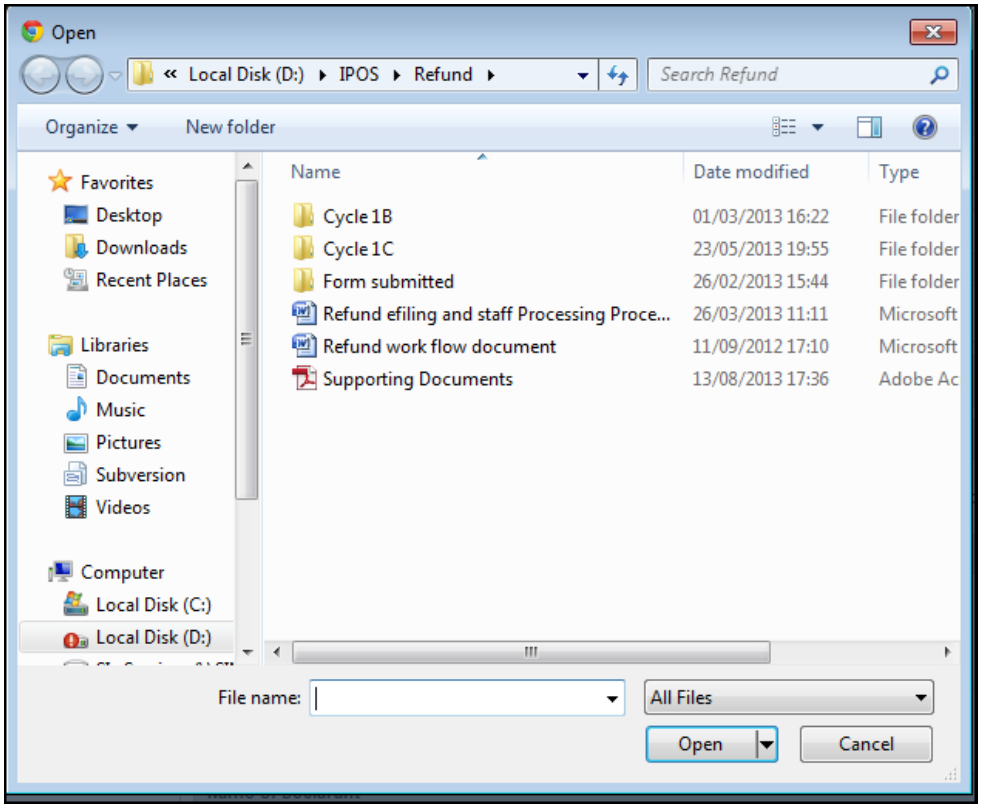


Figure 42 – Part 8: File Selection

b. Select the file that is to be attached, and click on Open button.

c. System will return to the attachment pop-up window with the selected filename populated under "File" field:

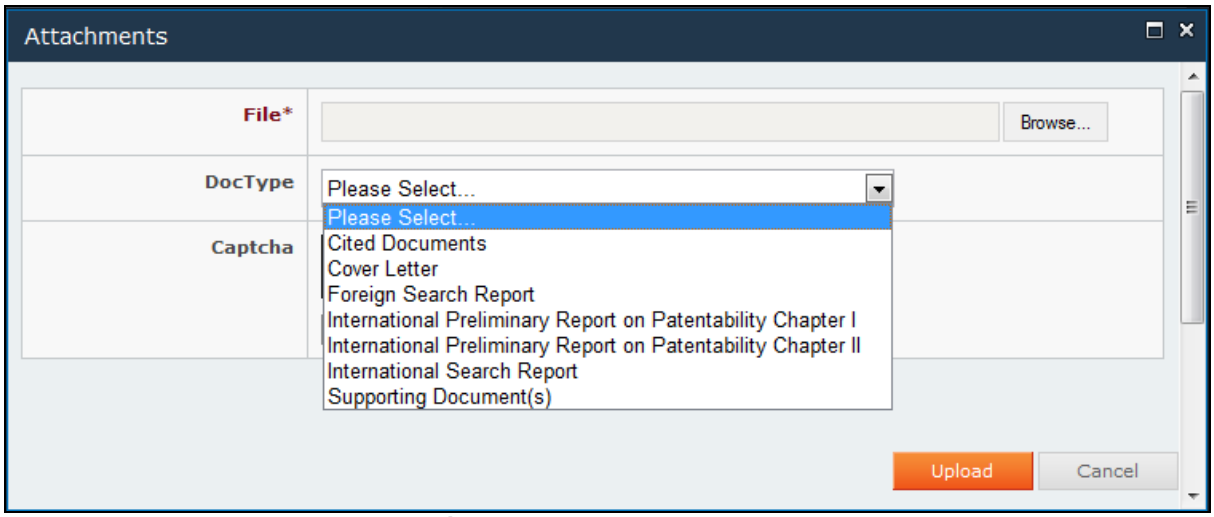


Figure 43 – Part 8: DocType

ii. **DocType:** Select the required data.

iii. **Captcha:** Input text that is given in captcha display.

Note:
- Captcha text is a system generated display.
- Attachment shall not be uploaded if input values do not match captcha text.

3. Click on Cancel button if the user wishes to cancel the current action and return to the form.

4. Click on Upload button to attach the selected file.

System will return to the main form and display the uploaded file:

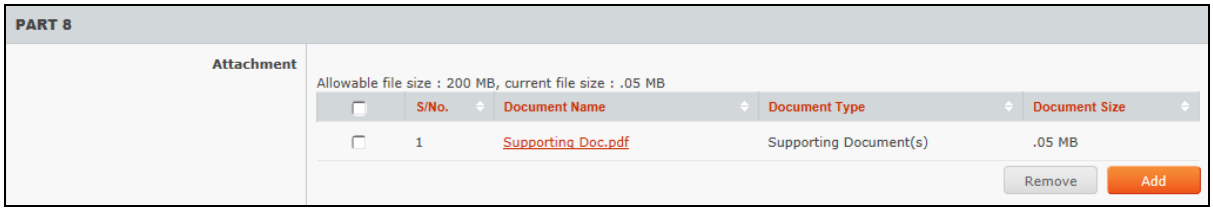


Figure 44 – Part 8: Attachment Listing

5. After adding at least one row, if the user wants to remove the error data, click on the ☑ checkbox checkbox of the error data, and click on Remove button. The system will remove the document accordingly.

Note:
- Attachment is not mandatory for Local Route.
- Attachment is mandatory for Mixed Route or when ASPEC is selected.
- If total attachment file size exceeds the maximum limit, the user may choose to submit them via DCS. To do so, user may check the checkbox to bypass attachment.

4.1.9 Cancel Submission

1. Click on Cancel located at the top of the page.

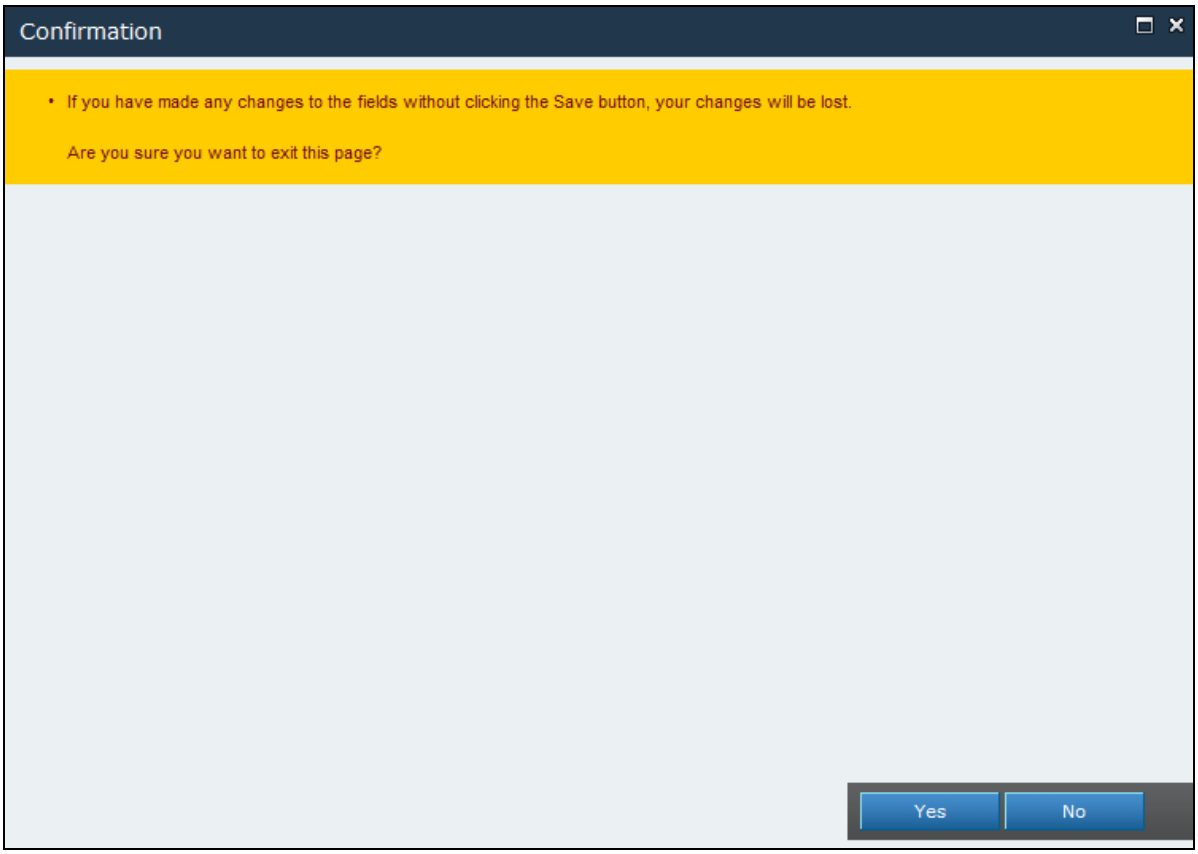

Confirmation
If you have made any changes to the fields without clicking the Save button, your changes will be lost.
Are you sure you want to exit this page?
Yes
No

Figure 45 – Confirmation to cancel a submission

2. A pop-up window to cancel the submission will be displayed.

3. Click Yes to cancel the submission. Otherwise, click No to continue with the submission.

4.1.10 Next Button

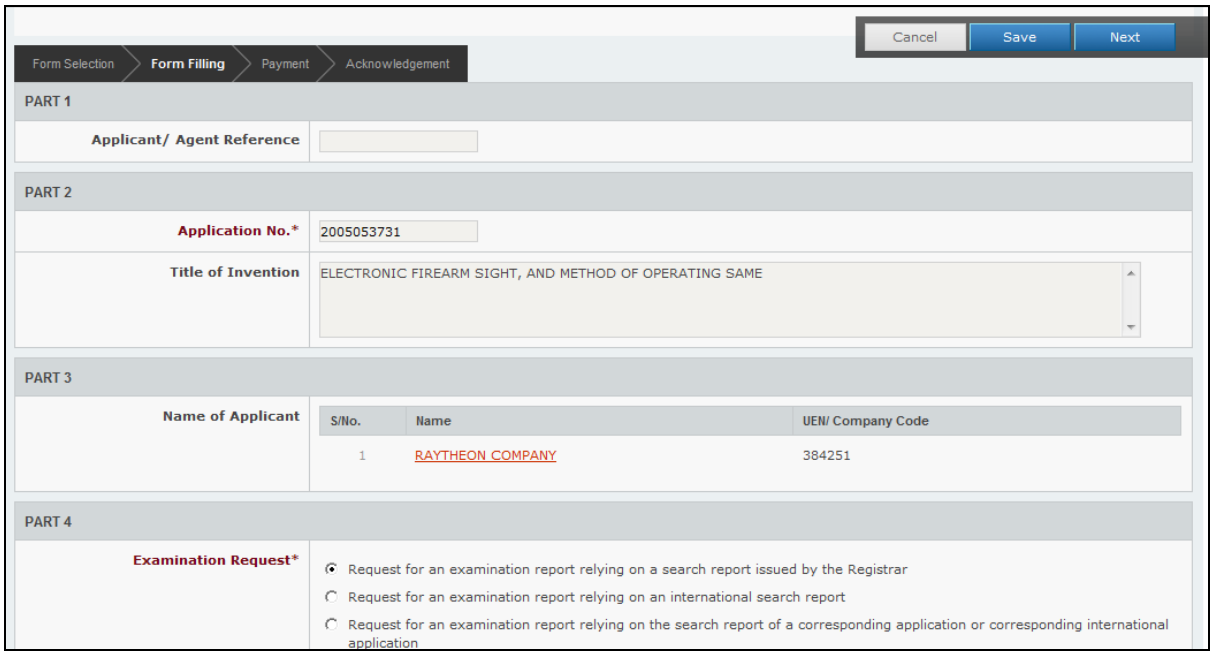


Figure 46 – Next Button

1. When the user is ready to submit the form, click on

. The system will perform a first set of validation checks to determine if all mandatory fields in the form have been entered correctly. If all mandatory fields have been correctly entered, the system will then perform a second set of validation checks against certain information specific to the application in which the form relates to. The result of this second set of validation checks will appear in the form of:
    - Error messages: The form contains one or more errors that needs to be rectified before the form can be submitted
    - Warning message: There are one or more deficiencies in the form, but such deficiencies will not prevent the submission of the form
    - No error or warning messages

Note:

- All mandatory fields should be entered before clicking on the

button. Otherwise, the user will be prompted to enter the mandatory fields.

4.1.11 Back Button

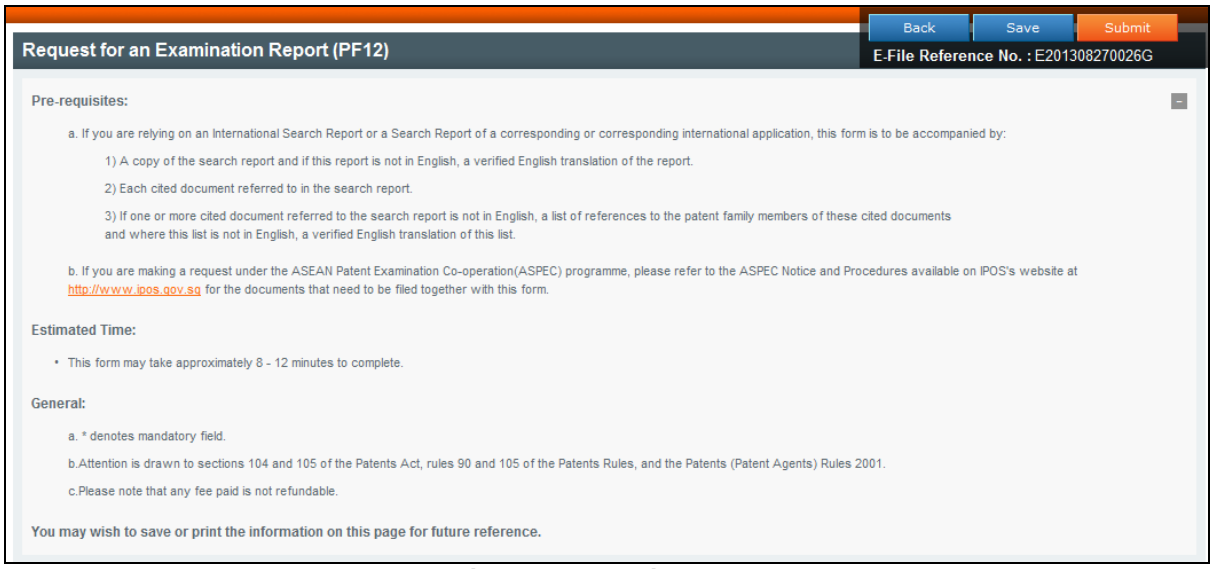

Back
Save
Submit
Request for an Examination Report (PF12)
E-File Reference No. : E201308270026G
Pre-requisites:
a. If you are relying on an International Search Report or a Search Report of a corresponding or corresponding international application, this form is to be accompanied by:
1) A copy of the search report and if this report is not in English, a verified English translation of the report.
2) Each cited document referred to in the search report.
3) If one or more cited document referred to the search report is not in English, a list of references to the patent family members of these cited documents and where this list is not in English, a verified English translation of this list.
b. If you are making a request under the ASEAN Patent Examination Co-operation(ASPEC) programme, please refer to the ASPEC Notice and Procedures available on IPOS's website at http://www.ipos.gov.sg for the documents that need to be filed together with this form.
Estimated Time:
• This form may take approximately 8 - 12 minutes to complete.
General:
a. * denotes mandatory field.
b.Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.
c.Please note that any fee paid is not refundable.
You may wish to save or print the information on this page for future reference.

Figure 47 – Back Button

1. Click on

to amend any details which the user had entered. This will bring the user to the previous page.

4.1.12 Submit Button

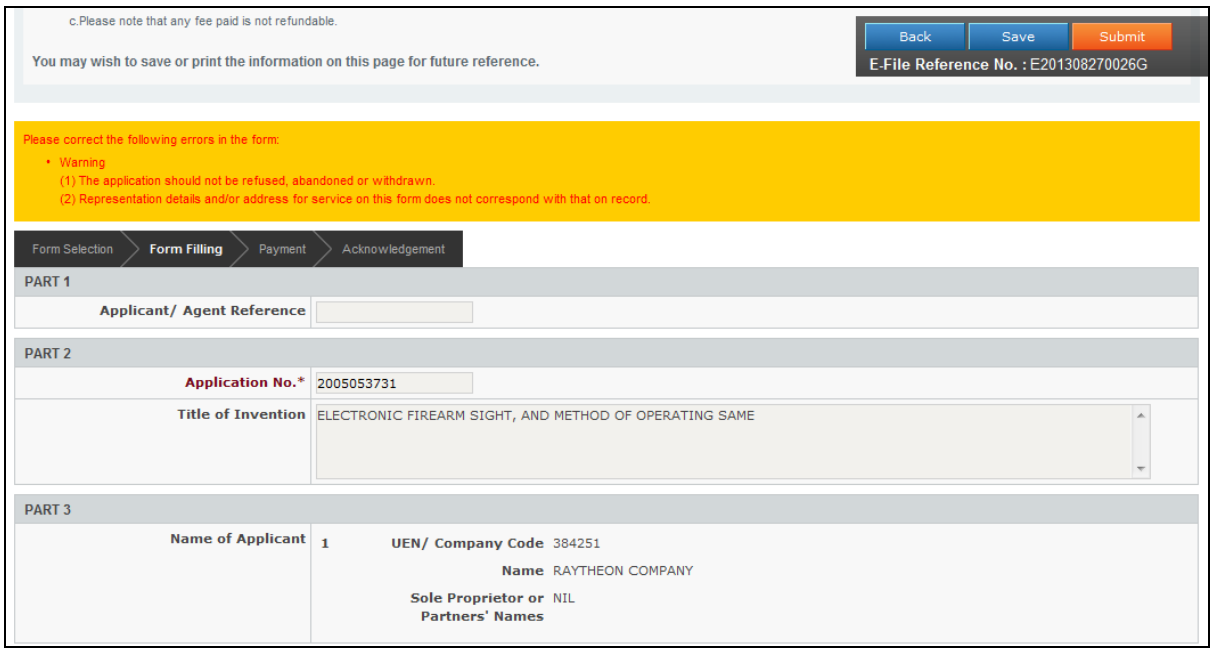


Figure 48 – Submit Page with warning messages

1. Clicking on

will bring the user to the Payment Cart / Checkout Confirmation Page since Patents Forms 12 is a chargeable form.

4.1.13 Payment Page

1. For non-account holders, please refer to the common section (2.4 **Error! Reference source not found.**). For account holders, please refer to the common section (3.5 Payment) for details.

4.1.14 Payment Acknowledgement Page

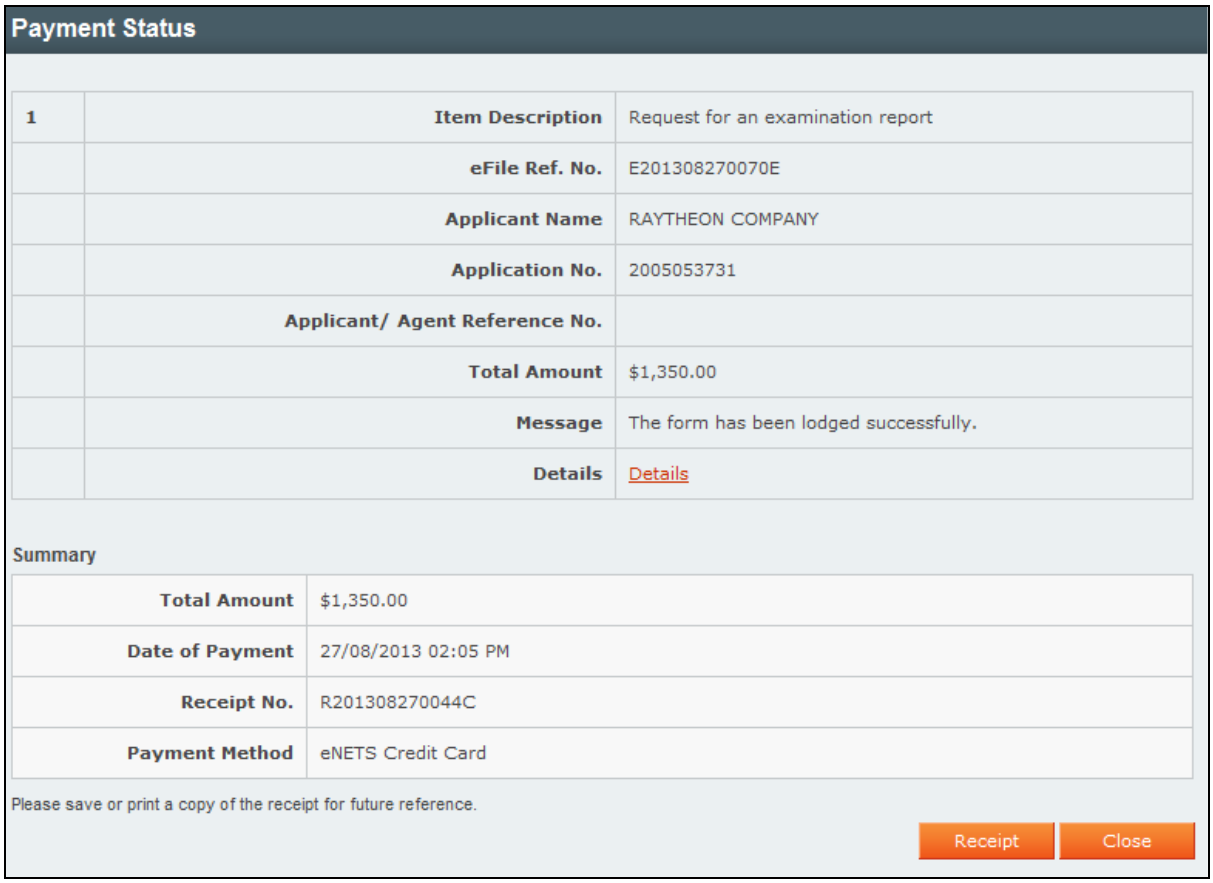


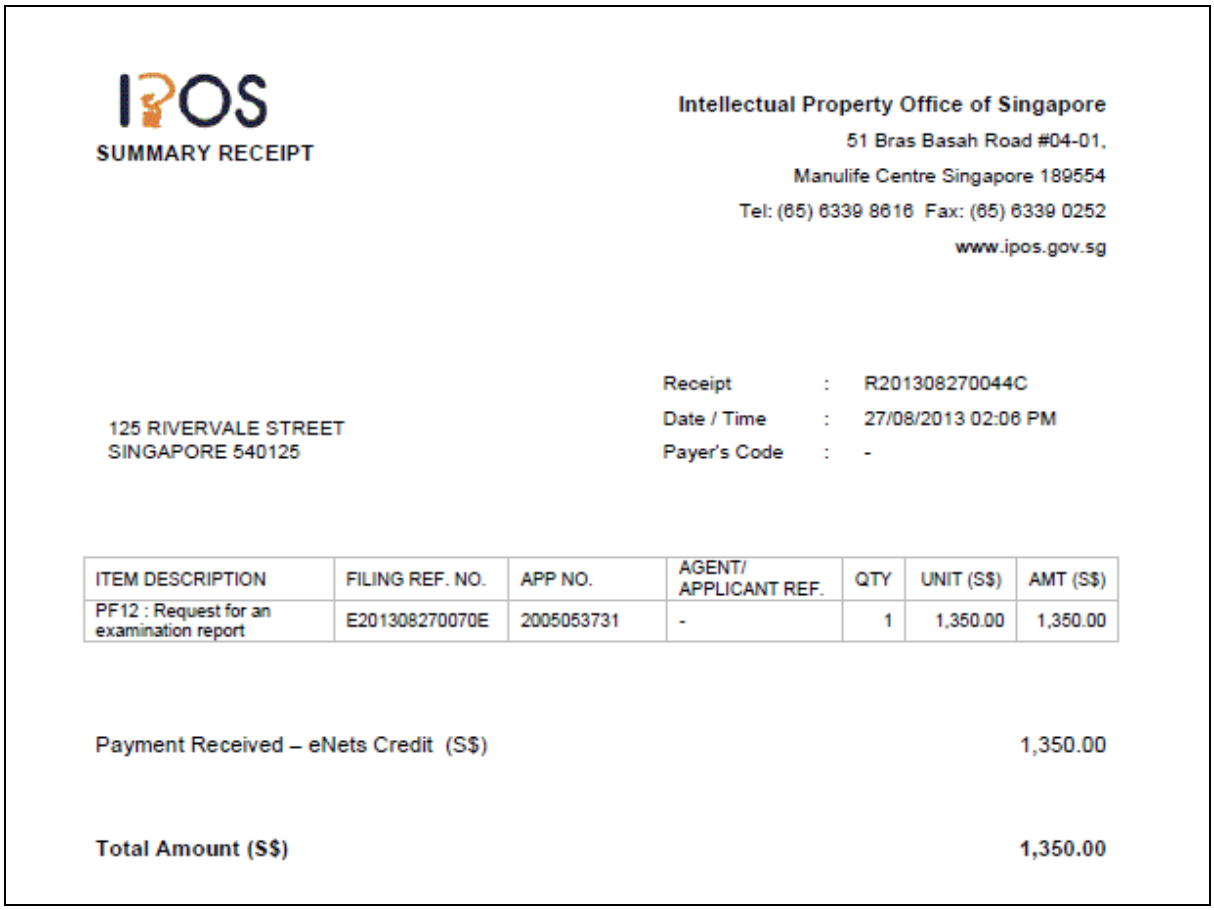
Figure 49 – Payment Acknowledgement Page

1. Upon successful submission of Patents Form 12, an acknowledgement page will be displayed.

2. Click on

to view or print the receipt generated.

4.1.15 Receipt Page



IPOS

SUMMARY RECEIPT

Intellectual Property Office of Singapore
51 Bras Basah Road #04-01,
Manulife Centre Singapore 189554
Tel: (65) 6339 8616 Fax: (65) 6339 0252
www.ipos.gov.sg

125 RIVERVALE STREET
SINGAPORE 540125

Receipt : R201308270044C
Date / Time : 27/08/2013 02:06 PM
Payer's Code : -

ITEM DESCRIPTION	FILING REF. NO.	APP NO.	AGENT/ APPLICANT REF.	QTY	UNIT (S$)	AMT (S$)
PF12 : Request for an examination report	E201308270070E	2005053731	-	1	1,350.00	1,350.00

Payment Received – eNets Credit (S$) 1,350.00

Total Amount (S$) **1,350.00**

Figure 50 – Receipt Generated

1. The first page of the receipt is the summary receipt.
2. The subsequent page(s) of the receipt is the detailed receipt.